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CONFIDENTIAL

10 March 1959

MEMORANDUM FOR: Director of Security

SUBJECT: Records Management  
Top Secret Control

REFERENCES: CIA Regulation [redacted] January 1952  
CIA Regulation [redacted] 1 December 1956

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1. The Clandestine Services, in accordance with Agency policy established in [redacted] is engaged in a comprehensive Records Management Program. A major objective of this program is effective records disposition--that is the scheduled disposition of records in order to obtain the maximum efficiency in the use of space, now and in the new building, equipment and maintenance of records.

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2. The Clandestine Services in Headquarters alone is presently required by existing records schedules to hold permanently more than one half a million top secret control records going back to 1948 even though a large percentage of the documents to which the Control Records refer have been transferred, downgraded or destroyed. CIA Regulation [redacted] 28 January 1952 requires the maintenance of Top Secret logs and states in paragraph 6 (1) "The logs will list all Top Secret material, both unregistered and registered, received and dispatched at all of the Top Secret Control areas."

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3. Top Secret Control records are necessary to insure a complete, accurate, current inventory of all T. S. documents for which a given control point is accountable. To require the maintenance of such records permanently on T. S. documents for which the control point is no longer accountable violates the principles of sound records management and does not control the document.

4. In order to achieve better control and greater efficiency in operations the CS area top secret control records manually maintained by RHD recently were converted to IBM as described in the attached copy of [redacted] 29 September 1958. The procedures established by this instruction require [redacted] to maintain a complete 25X1A8a

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Chairman CS Records Committee

C-CI Staff

C-Records Management Staff

CIA Top Secret Control Officer

Approved 18 JUN 1959

Director of Security

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